

Michigan Web Account Manager  
**MiWAM Toolkit**  
for Employers



# Michigan Web Account Manager MiWAM Toolkit

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## Who to Contact

Phone: 1-855-4UIAOEO (484-2636) or (313) 456-2300

E-mail: [OEO@michigan.gov](mailto:OEO@michigan.gov)

For technical support, please contact MiWAM support at (313) 456-2188 or  
[MiWAMsupport@michigan.gov](mailto:MiWAMsupport@michigan.gov)

# Michigan Web Account Manager

# Introducing MiWAM

## MiWAM Cuts the Paperwork

MiWAM eliminates the manual data entry and the multiple forms currently required by employers for quarterly reporting. Beginning the 3rd quarter of 2012 (July 1, 2012 – September 30, 2012), employers will be relieved of six forms. The

new Employer's Quarterly Wage/Tax Report,

Form UIA 1028, replaces

- Form UIA 1017– Quarterly Wage Detail Report;
- Form UIA 1019 – Amended Wage Detail Report;
- Form UIA 1020 – Employer's Quarterly Tax Report;
- Form UIA 1020-R – Reimbursing Employer's Quarterly Payroll Report;
- Form UIA 1021 – Amended Quarterly Tax Report, and
- Form UIA 1021-R – Amended Reimbursing Employer's Quarterly Payroll Report.

The new Form UIA 1028 will also allow you to import wage data from a text file, eliminating manual data entry. With MiWAM, beginning the 1st quarter of 2012 (for single filings) calculation of excess wages, taxable wages and tax due will be done automatically!

The Michigan Web Account Manager (MiWAM) is the UIA's new and improved system for managing your unemployment account electronically. MiWAM replaces the Employer Web Account Manager (EWAM) and makes doing business with the UIA simpler, faster and more efficient. MiWAM has a cleaner look and is more user-friendly.

MiWAM allows you to perform routine transactions such as filing reports, paying taxes, viewing statements, and updating your unemployment tax account information online. There is no charge to employers and the system is accessible 24 hours a day, seven days a week.

For employers, managing your account online is secure, accurate, provides faster processing, and allows for more real-time interaction with UIA staff. For the UIA, MiWAM helps lower the costs of processing, decreases paper and scanning costs and reduces keypunching and other errors.

## What You Can Do With MiWAM

- » Access UIA Account Information including your tax report and payment history
- » File quarterly wage/tax/payroll reports
- » Make a UIA tax payment
- » Pay reimbursements
- » File a UIA tax protest
- » Create Out-of-State Service Provider access
- » Request a seeking work waiver
- » Respond to fact-finding questions
- » File Power of Attorney authorizations
- » Schedule recurring payments
- » Report discontinuance or transfer of business
- » and more...

# Michigan Web Account Manager

## Frequently Asked Questions

### **Q. What happens when I register for MiWAM?**

A. When you register for MiWAM you will receive a 10-day temporary password granting you limited access to your account within minutes. The temporary password allows you to make payments, file reports, and update your user profile. You will receive your authorization code in the mail within 10 days of sign up for full MiWAM access.

### **Q. What happens if I lost or never received my authorization code?**

A. You must request a new code by clicking on "Lost/Never Received Authorization" on the log in screen (see step 3, p.5). If you do not have an authorization code after your 10-day limited access expires, you must request a new authorization code be mailed to you. You will be unable to log on to MiWAM without an authorization code.

### **Q. Will another representative from my company be able to access my account and perform functions on my behalf?**

A. Yes. When registering for MiWAM you have the option to establish an added user web account. This type of account would be essential for another representative within your company (who does not have an account with the UIA) to perform various functions on behalf of an employer. This new account allows the appropriate level of authority for your added user.

### **Q. Will I be able to electronically protest a determination or respond to Agency correspondence?**

A. Yes. You will access the account services tab to either protest a determination or respond to any open fact-finding issues.

### **Q. What's the difference between an "Added User" and an "Employer Representative"?**

A. An Added User is generally someone inside your company or business such as an employee who has been granted access to submit, view, or change information regarding your account on your behalf. An Employer Representative is someone outside of your company such as a service provider or accountant – not an employee of your company. The Employer Representative requires Power of Attorney to act on your behalf.

### **Q. Does my password expire?**

A. Yes, your password expires annually. As a result, you will be required to change it after one year.

### **Q. What if I need help?**

A. Help is always available within MiWAM. Look for the question mark, help on the left sidebar or .

### **Q. Who do I contact if I have questions or need help with the system?**

A. Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at [OEO@michigan.gov](mailto:OEO@michigan.gov). For technical support, please contact MiWAM support at (313) 456-2188 or [MiWAMSupport@michigan.gov](mailto:MiWAMSupport@michigan.gov).



Michigan Web Account Manager  
**MiWAM Logon Instructions**  
[www.michigan.gov/uia](http://www.michigan.gov/uia)

PAGE 4



## Step 1

Go to UIA's website:  
[www.michigan.gov/uia](http://www.michigan.gov/uia)

Click on "Employers"  
tab; then click "UIA  
Online Services for  
Employers."

The screenshot shows the Michigan.gov website with the Unemployment Insurance Agency (UIA) section. The top navigation bar includes links for Michigan.gov Home, Sitemap, Contact UIA, FAQ, and Online Services. The left sidebar lists various services for Employers, Workers, and the Unemployment Services Center. The main content area is titled 'Electronic Services for Employers' and features a link to 'UIA Online Services for Employers'. A large arrow points to the 'Employers' tab in the top navigation bar, and another arrow points to the 'UIA Online Services for Employers' link in the main content area.

## Step 2

Click "Operate a  
Business."

The screenshot shows the 'UIA Online Services for Employers' page. The 'Operate a Business' section is highlighted, and a large arrow points to the 'Operate a Business' link. The page includes a search bar, a printer-friendly version link, and a list of services available to employers.

## Step 3

If you do not have a MiWAM account, click "Sign Up Now!"

or

If you already have an EWAM account, enter your username and password in the Log in to MiWAM section and click "Sign In."

The screenshot shows the LARA Unemployment Insurance Agency website. The header includes the LARA logo and the text "Unemployment Insurance Agency" and "Department of Licensing and Regulatory Affairs". The left sidebar contains a "Menu" with links to "Home", "Back", and "Help", and a "Development" section with "Toggle Log", "Slice: pruittd4", and "RunDate: 22-May-2012". The main content area is titled "Log in to MiWAM" and includes a "Sign Up Now!" button. Below the sign-up button are links for "Problems with Your Account?", "Forgot Password", "Forgot Username", and "Lost/Never Received Authorization Code". A "Sign In" button is also present. An arrow points to the "Sign Up Now!" button, and another arrow points to the "Lost/Never Received Authorization Code" link.

## Step 4

To continue as a new user; click "Start Here"

*Note: Please see the legend on the right side of the screen for navigation tips.*

The screenshot shows the LARA Unemployment Insurance Agency website. The header includes the LARA logo and the text "Unemployment Insurance Agency" and "Department of Licensing and Regulatory Affairs". The left sidebar contains a "Menu" with links to "Home", "Back", and "Help", and a "Development" section with "Toggle Log", "Slice: pruittd4", and "RunDate: 22-May-2012". The main content area is titled "MIWAM SIGN-UP" and includes a "Step 1: Select Sign-Up Reason" section. A "Start Here" button is highlighted with an arrow. A "LEGEND" section on the right side of the screen provides navigation tips, including a link to "Click to view more information", a green checkmark indicating "The Step is Complete", a red X indicating "The Step Contains Errors", and a list of "Required field" indicators: a triangle, a yellow background, and a tooltip.

## Step 5

Select the option that best describes your reason for signing up for MiWAM.

To select the Employer option, you must have a UIA employer account number.

If you will be acting as an employer representative and are also an employer, select the Employer Representative option.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MiWAM.

☐ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MiWAM to view, change, or submit information relating to my UIA Tax account.

☐ **Employer Representative**  
I am an Employer Representative who would like to sign up for MiWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

☐ **Employee**  
I am an added user who would like to sign up for MiWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

OK Cancel

## Step 6

If you select "Employer" you must enter your UIA account number and the zip code of the physical location of your business.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MiWAM.

☒ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MiWAM to view, change, or submit information relating to my UIA Tax account.

Are you a service provider for various employers in the State of Michigan? ☐ Yes ☐ No

Please enter your UIA account information.

UIA Account #:  Zip Code:  FEIN:

☐ **Employer Representative**  
I am an Employer Representative who would like to sign up for MiWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

☐ **Employee**  
I am an added user who would like to sign up for MiWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

OK Cancel

## Step 7

If you select "Employer Representative" and you answer "Yes" to the question about whether you have a UIA employer account number, you must enter the UIA account number and zip code of the physical location of your business.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MIWAM.

☐ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MIWAM to view, change, or submit information relating to my UIA Tax account.

☒ **Employer Representative**  
I am an Employer Representative who would like to sign up for MIWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

Are you an employer who is currently registered for Michigan Unemployment Taxes? Yes ☒ No ☐

Please enter your UIA account information.

UIA Account #:  ZIP Code:  FEIN:

☐ **Employee**  
I am an added user who would like to sign up for MIWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

**OK Cancel**

## Step 8

If you select the option of Employer Representative and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer Identification Number (FEIN). If you answer "Yes" then you must provide the FEIN along with a UIA employer account number and zip code of the physical business location of one of your clients.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MIWAM.

☐ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MIWAM to view, change, or submit information relating to my UIA Tax account.

☒ **Employer Representative**  
I am an Employer Representative who would like to sign up for MIWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

Are you an employer who is currently registered for Michigan Unemployment Taxes? Yes ☐ No ☒

Are you required to have a FEIN to conduct business? Yes ☒ No ☐

Please enter a client's UIA account information and your FEIN.

Client UIA Account #:  Client ZIP Code:  FEIN:

☐ **Employee**  
I am an added user who would like to sign up for MIWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

**OK Cancel**



## Step 9

If you select "Employer Representative" and you answer "No" to the question about whether you have a UIA employer account number, you must answer the question about whether you have a Federal Employer Identification Number (FEIN). If you answer "No" that you do not have a FEIN, then you must provide your Social Security Number along with a UIA employer account number and zip code of the physical business location of one of your clients.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MIWAM.

☐ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MIWAM to view, change, or submit information relating to my UIA Tax account.

☒ **Employer Representative**  
I am an Employer Representative who would like to sign up for MIWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

Are you an employer who is currently registered for Michigan Unemployment Taxes? Yes ☐ No ☒

Are you required to have a FEIN to conduct business? Yes ☐ No ☒

Please enter a client's UIA account information and **your** Social Security Number (SSN).

Client UIA Account #:  Client ZIP Code:  SSN:

☐ **Employee**  
I am an added user who would like to sign up for MIWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

**OK Cancel**

## Step 10

Only select "Employee" if you have been added by either an employer or employer representative to their web account. In that circumstance you must enter and re-enter the authorization code. The authorization code was mailed when access was added for the employee by the employer or employer representative.

**MIWAM SIGN-UP REASON**

Please choose the option below which best describes your reason for signing up for MIWAM.

☐ **Employer**  
I am currently an employer who is registered with the State of Michigan for Michigan Unemployment Taxes and would like to sign up for MIWAM to view, change, or submit information relating to my UIA Tax account.

☐ **Employer Representative**  
I am an Employer Representative who would like to sign up for MIWAM because I have a client who is registered for Michigan unemployment taxes that wants to grant me access to view, change or submit information relating to their UIA tax account.

☒ **Employee**  
I am an added user who would like to sign up for MIWAM because I have been granted access by an employer to view, change, or submit information relating to that employer's UIA Tax account.

Authorization Code:  Re-enter Authorization Code:

**OK Cancel**

## Step 11

Click "User Information" and complete required fields. The name entered will be considered the owner of the web account for the business.

**LARA Unemployment Insurance Agency**  
Department of Licensing and Regulatory Affairs

Menu  
Home  
Back  
Help

Development Toggle Log  
Slice: pruittd4  
RunDate: 22-May-2012

Navigation  
Home  
New Registration

MIWAM SIGN-UP

Step 1: Select Sign-Up Reason  
Employer: Super Business, LLC

Step 2: User Information

LEGEND  
Click to view more information  
The Step is Complete

ENTER USER INFORMATION

First Name: [Required]  
Last Name: [Required]  
E-mail Address: [Required]  
Phone: [Required]  
User Name: [Required]  
Password: [Required]  
Confirm Password: [Required]  
Secret Question: [Required]  
Secret Answer: [Required]  
Confirm Secret Answer: [Required]

**Username/Password Rules**

- Username must be between 7 and 30 characters long
- Previous passwords cannot be reused
- Password must be between 8 and 15 characters long
- Password cannot begin with an exclamation point (!) or a question mark (?)
- Password cannot contain spaces
- Password must contain both letters and numbers
- Passwords are case sensitive

OK Cancel

## Step 12

Select your preferred security question.

ENTER USER INFORMATION

First Name: DENA  
Last Name: PRUITT  
E-mail Address: [Required]  
Phone: What is your favorite color?  
User Name: What is your mother's maiden name?  
Password: What is your pet's name?  
Confirm Password: Where were you born?  
Secret Question: Where were you born?  
Secret Answer: [Required]  
Confirm Secret Answer: [Required]

**Username/Password Rules**

- Previous passwords cannot be reused
- Password must be between 8 and 15 characters long
- Password cannot begin with an exclamation point (!) or a question mark (?)
- Password must not contain spaces
- Password must contain both letters and numbers
- Passwords are case sensitive

OK Cancel

## Step 13

Click "Security Agreement."

**LABA Unemployment Insurance Agency**  
Department of Licensing and Regulatory Affairs

**Menu**  
Home  
Back  
Help

**Development** Toggle Log  
Slice: pruittd4  
RunDate: 22-May-2012

**Navigation**  
Home  
New Registration

**MIWAM SIGN-UP**

✓ Step 1: **Select Sign-Up Reason**  
Employer: Super Business, LLC

✓ Step 2: **User Information**  
Username: Joesample77

Step 3: **Security Agreement**

**LEGEND**  
Click to view more information  
✓ The Step is Complete  
✗ The Step Contains Errors  
Required field  
• A triangle ?  
• A yellow b  
• A tooltip th  
Required field block the avail

## Step 14

Select "Yes" or "No" if you agree to the security agreement (you must agree in order to establish your web account).

**Employer Web Account Responsibilities**

All employers and their representatives must agree to follow the established criteria for use of any application within the Unemployment Insurance Agency (UIA) Employer Web Portal. Violation of these policies will result in the loss of access privileges:

**Account Owners:**

- The Account Owner is the individual who creates the Employer Web Account for the employer.
- All information provided during the creation of the Employer Web Account must be complete and accurate. If an account is set up based on erroneous or misleading information, the account privileges will be revoked and no future account will be created.
- The Account Owner assumes all responsibility for the use of the Agency's services by their authorized account users.
- The Account Owner will manage the account users' use of the UIA Employer Web Portal and ensure the users understand and comply with the rules and policies.

**Account Owners and Added Users to the Account:**

- All information provided to Add a User to an Employer Web Account must be complete and accurate. If a user is added based on erroneous or misleading information, the account privileges will be revoked and no future account will be created.
- If an individual Adds a User to the Employer Web Account, that individual is responsible for maintaining that person's account. If the added user leaves employment, the account must be inactivated immediately. If the added user misuses the account, the account must be inactivated.
- The username/password cannot be shared. Each individual using the system must have their own username/password. Sharing of a username/password is grounds for revoking account privileges.
- If a user feels the username/password has been compromised, they are responsible for changing their username/password immediately and notifying the individual who added them as a user to the employer web account.
- The web account authorization cannot be inherited. If the responsibility of performing a task is reassigned, the new person must be added as a user (and the previous person's authorization should be deleted).
- The applications can only be used for the purposes for which they were intended. No information obtained as a result of establishing an Employer Web Account or Adding a User can be shared with anyone who is not an authorized user of the applications.
- Any use which interferes with the Agency's ability to provide service is prohibited.
- Should the account be used as a part of a network attack, the Agency reserves the right to take any necessary actions (including, but not limited to, temporary suspension of the account holder's account) required to return server or network operation to normal.
- The Agency may terminate service to the subscriber at any time, without notice, for violation of this agreement.

Do you agree with the Security Agreement shown above? ☐ Yes ☐ No

**OK Cancel**



## Step 15

You will receive a confirmation page with your username and confirmation number displayed.

Select OK.

The screenshot shows the LARA Unemployment Insurance Agency website. The header includes the LARA logo and the text "Unemployment Insurance Agency" and "Department of Licensing and Regulatory Affairs". On the left is a blue sidebar menu with sections: "Menu" (Home, Back, Help), "Development" (Toggle Log, Slice: pruittd4, RunDate: 22-May-2012), and "Navigation" (Home, Request). The main content area has a blue header bar with "CONFIRMATION" and an "Ok" button. Below this, it states "The following user was added successfully:" followed by "Username: joesample77" and "Employer: Super Business, LLC". At the bottom, it displays "Your Confirmation Number is: 0-103-956-480".

## *You are now ready to begin using your MiWAM account with temporary access.*

For the next 10 calendar days you may submit Form UIA 1028 and make tax or reimbursement payments through your MiWAM account.

Look for your authorization code to be mailed to the business address UIA has on file for your business within the next 7–10 business days.

Once you receive the authorization code and enter it when logging into your MiWAM account, you will have full access to all of the services for which you have been granted permission within MiWAM.

The screenshot shows the MiWAM login page. On the left, under "Log in to MiWAM", it asks for a username and password. The username field contains "ohawk11" and the password field is empty. There is a "Sign In" button and an "Authorization Code" field. On the right, under "Don't have an account?", there is a "Sign Up Now!" button. Below that, under "Problems with Your Account?", there are buttons for "Forgot Password", "Forgot Username", and "Lost/Never Received Authorization Code". A large grey arrow points from the "Lost/Never Received Authorization Code" button to the text "If you lost or didn't receive your authorization code, click here".

# Michigan Web Account Manager

## Navigating MiWAM

Different computer programs have different ways of navigating. This tip sheet should help you find your way through the system.

### FIELD COLORS

Field colors are used to denote important information regarding what you can or cannot enter into that data field.

**WHITE (Default)** — This field is in an inquiry or view-only mode that will not accept data entry.

**RED (Error)** — This field is in error and has failed validation. Hovering over the error with the mouse will show what the error is.

**YELLOW (Required)** — This field is mandatory. You must enter a value in this field before the information can be saved or proceed to the next screen. If yellow fields are not completed, MiWAM will not save the record.

**GREEN (User Enabled)** — This field is optional. The information is not required but keep in mind that it is often beneficial to complete as much information as possible.

### TABS

- Quarters
- The Activities tab keeps a log of all activity that the employer has taken on their account.
- Notices inform users of pertinent information related to their account.
- Reports and payment history
- The Letters tab indicates any correspondence sent to the employer from the UIA.
- The Account Services tab is where each employer will be able to view rate information, apply for credits or seasonal designations, request a transfer of business, and manage any other facets of their account.



Please note: Sub-tabs will change as tabs are selected.

# Michigan Web Account Manager





## Navigating MiWAM

### SIDEBAR NAVIGATION

You will see this panel on the left of your screen. It allows quick access to existing windows. You should always use this to return to the previous screen — don't use the back button!

### LEGEND

When entering data into MiWAM, always look for the following symbols:

**LEGEND**  
 Click to view more information  
 The Step is Complete  
 The Step Contains Errors  
  
Required fields are designated by:

- A triangle in the top left corner
- A yellow background
- A tooltip that says required

Required fields, left blank, will block the availability of future steps.

**Menu** [Log Off](#)

[Help](#)

**Navigation**

[Home](#)

**Maintenance**

[My Profile](#)

[Set Up Email Reminders](#)

[Employer Handbook](#)

**I Want To...**

[Add Access to Another Account](#)

[View Inbound Correspondence](#)

[Submit an Authorization Code](#)

**Employer Representative**

[Request Employer Rates](#)

[Request Benefit Charges](#)

[WOTC Bulk Application Upload](#)

[Client Level Reporting](#)

# Michigan Web Account Manager

## Letters and Correspondence

in MiWAM

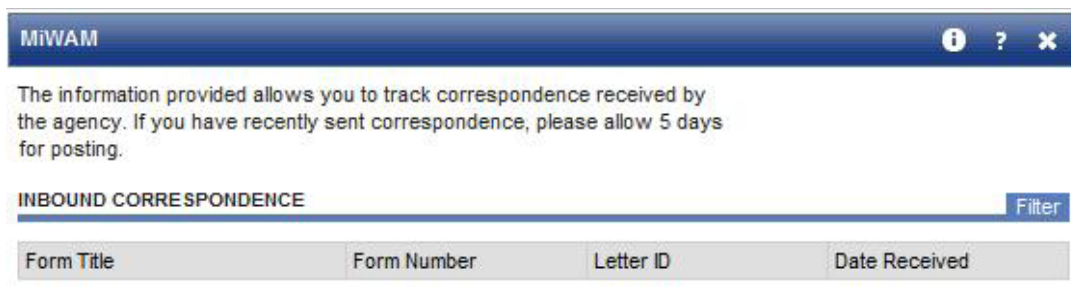
MiWAM allows you to review, keep track and respond to your notices and letters related to your UI tax account. Each letter you receive from UIA from this point on will have a Letter ID number, making it easier to search for correspondence on specific topics.

With MiWAM you can:

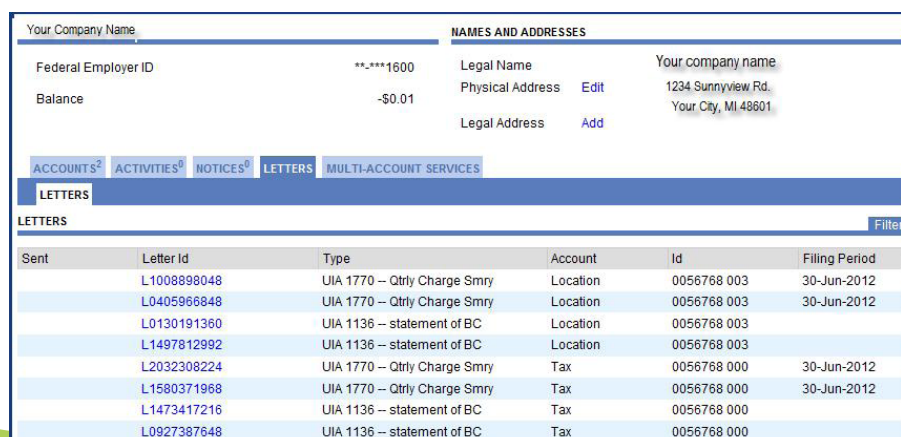
- View Web notices
- Send account inquiries to the UIA
- Set a web mail preference — select this option if you would like to receive UIA correspondence electronically
- Create email reminders for specific tasks
- Search by letter ID for correspondence sent from UIA
- Check the status of correspondence sent to agency
- See the status of your protest — protests will be noted as received, in progress, or completed

Here are some samples of what you'll encounter in MiWAM:

### TRACK CORRESPONDENCE



### SEARCH BY LETTER ID



Sent	Letter Id	Type	Account	Id	Filing Period
	L1008898048	UIA 1770 -- Qtrly Charge Smry	Location	0056768 003	30-Jun-2012
	L0405966848	UIA 1770 -- Qtrly Charge Smry	Location	0056768 003	30-Jun-2012
	L0130191360	UIA 1136 -- statement of BC	Location	0056768 003	
	L1497812992	UIA 1136 -- statement of BC	Location	0056768 003	
	L2032308224	UIA 1770 -- Qtrly Charge Smry	Tax	0056768 000	30-Jun-2012
	L1580371968	UIA 1770 -- Qtrly Charge Smry	Tax	0056768 000	30-Jun-2012
	L1473417216	UIA 1136 -- statement of BC	Tax	0056768 000	
	L0927387648	UIA 1136 -- statement of BC	Tax	0056768 000	

Use filter to go to a specific letter or form

# Michigan Web Account Manager

## Other MiWAM Functions

### SET UP EMAIL REMINDERS

☐ Check this to have the system automatically send you an email reminder before the due date of the UIA 1028, Employer's Quarterly Wage/Tax Report. You must choose either a 10- or 25- day reminder, below, for the number of days before the quarterly due date to receive the email reminder.

The quarterly due dates are:

January	25 <sup>th</sup>
April	25 <sup>th</sup>
July	25 <sup>th</sup>
October	25 <sup>th</sup>

Note: To stop the system from automatically sending you an email reminder, please uncheck the box and resubmit your request.

☐ Reminder 10 days before Due

☐ Reminder 25 days before Due

Submit

Cancel

### STATUS OF PROTESTS OR APPEALS

View status of prior protests below or click **Add Protest/Appeal** to create a new protest or appeal.

Add  
Protest/Appeal

This list is of all Protests and Appeals that are Received or In Progress, or Resolved within the last 35 days.

PROTESTS AND APPEALS

Show History | Filter

Date Created	Case ID	Confirmation #	Protest Type	Case Stage	Date Staged
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# Michigan Web Account Manager

## Protesting Benefit Charges

in MiWAM

Each week, employers receive statements of charges and credits that have been made to their accounts on Form UIA 1136 — Statement of Unemployment Benefits Charged or Credited to Employer's Account. If the employer disputes the accuracy of the statement, or believes the reported earning or other information is wrong, they may protest the benefit charges. With MiWAM, you can see the form and protest the benefit charges right away. Under the Account Services Tab, select Benefit Services.

### Form UIA 1136

UIA 1136 (Rev. ##-##) Rick Snyder GOVERNOR	 State of Michigan Department of Licensing and Regulatory Affairs Unemployment Insurance Agency 3024 W Grand Blvd, Suite 11-500, Detroit, MI 48202 www.michigan.gov/uiia • (855) 484-2636 • (313) 456-2300	 LARA <small>Licensee and Regulator of Michigan</small> <small>CERTIFIED DEVELOPERS/ISSUES UIA/CO.</small>	Authorized By MCL421.1 et seq. Steve Arwood DIRECTOR
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ABC COMPANY 123 MAIN STREET ANYTOWN, MI 99999-9999	MailDate: December 31, 9999 Letter ID: L1497812992 EAN: 1234567-000 Employer: ABC COMPANY
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STATEMENT OF UNEMPLOYMENT BENEFITS CHARGED OR CREDITED TO EMPLOYER'S ACCOUNT

CALENDAR WEEK ENDING 04/28/2012

UNEMPLOYED WORKER SSN	UNEMPLOYED WORKER NAME	BO NBR	PAYMENT/ ADJUSTMENT DATE	CERT WKEND DATE	AD TYP	CHG TYP	UNEMPLOY :D WORKER EARNED INCOME	TOTAL
111-11-1111	L. JONES	023	04/16/2012	04/07/2012	01	REG	126.82	145.56
222-22-2222	J. SMITH	023	04/17/2012	04/07/2012	01	REG	0.00	210.00
222-22-2222	J. SMITH	023	04/17/2012	04/14/2012	01	REG	0.00	210.00
333-33-3333	S. WHITE	008	04/17/2012	04/07/2012	01	REG	0.00	283.00
333-33-3333	S. WHITE	008	04/17/2012	04/14/2012	01	REG	0.00	283.00
TOTAL TO ACCOUNT 0056768003							1,131.56	
FOR WEEK ENDING 04/28/2012								

The listing of benefits paid is a determination that the involved claimant was not unemployed or underemployed, able to work, available for work, and had remuneration, (e.g., excessive earnings, lost earnings) as reported on Form UIA 1136 for the week(s) paid and has certified truthfully. Since the benefit payment listing is a determination, it may be protested in relation to the issues listed above. This form is also available in electronic format (see p. 28).



# Michigan Web Account Manager Filing Form UIA 1028

Select the Employer Account Number (EAN) link under the ID column. This will bring you to the Quarters tab for this EAN.

Michigan.gov Home | **UIA Home** | Welcome Page | Contact Us

Menu | Log Off

Help

Navigation

Home

Maintenance

**My Profile** ← this My Profile link allows you to set up a profile to make payments for UI taxes

Set Up Email Reminders

Employer Handbook

I Want To...

Add Access to Another Account

View Inbound Correspondence

Get a Payment Plan Quote

Submit Authorization Code

View Legend

Employer Representative

Request Employer Rates File

Request Benefit Charges File

WOTC Bulk Application Upload

Client Level Reporting

WELCOME! Please select a service or account listed below. User Information: You are signed in as test\*\*\*\*\*

ESS TEST ACCOUNT | NAMES AND ADDRESSES

Federal Employer ID: \*\*-\*\*\*2011 | Legal Name: ESS TEST ACCOUNT

Physical Address: 3024 W GRAND BLVD # 12-400 DETROIT MI 48202-6024 | Edit

Legal Address: Add

ACCOUNTS<sup>2</sup> | ACTIVITIES<sup>6</sup> | NOTICES<sup>15</sup> | LETTERS<sup>12</sup> | MULTI-ACCOUNT SERVICES

**MY ACCOUNTS<sup>2</sup>**

Id	Account Type	Name	Filing Type	Address	Balance
0123123 000	Tax	TEST ACCOUNT	Contributing	7310 WOODWARD AVENUE BL	.86

← this link takes you to your UI Tax Account

Select the File Now option for the appropriate quarter. This will bring you to the Quarterly Wage/Tax Report screen.

Menu | Log Off

Help

MIS

RunDate: 06-Mar-2013

Navigation

Home

Account: 000

I Want To...

Set Mail Preference

Register Location Account(s)

Voluntary Payment Worksheet

View Legend

Register For Shared-Work

TAX | NAMES AND ADDRESSES

Employer Account Number: 000 | Mailing Address: Add

Filing Type: Contributing

Balance: 5.17

Pending Payments + Reports: 0.00

Effective Balance: Pay 5.17

QUARTERS | ACTIVITIES<sup>6</sup> | NOTICES<sup>11</sup> | REPORTS/PAYMENTS HISTORY | LETTERS<sup>4</sup> | ACCOUNT SERVICES

ATTENTION NEEDED<sup>4</sup> | SEARCH

PERIODS FROM 06-MAR-2007

Quarter Ending	Report Status		Tax	Penalty	Interest	Credits	Balance	Messages
30-Sep-2013		File Now	Pay	0.00	0.00	0.00	0.00	File Report
30-Jun-2013		File Now	Pay	0.00	0.00	0.00	0.00	File Report
31-Mar-2013		File Now	Pay	0.00	0.00	0.00	0.00	File Report
31-Dec-2012	Late-Processed	View Report	Pay	551.07	0.00	0.00	551.07	0.00
30-Sep-2012	Ontime-Processed	View Report	Pay	660.61	0.00	0.00	660.61	0.00
30-Jun-2012	Ontime-Processed	View Report	Pay	765.67	0.00	0.00	765.67	0.00



# Michigan Web Account Manager Filing Form UIA 1028

Enter your information in the green fields. The monthly count of the number of employees and the wage detail fields are in green. MiWAM will calculate the total wage figures for you. Select the Submit button to submit the 1028 report.

If no errors are identified, you will be prompted to enter your MiWAM password. Then click Submit for confirmation.

**Quarterly Wage/Tax Report**

All liable employers are required by Section 13 of the Michigan Employment Security (MES) Act, (MCL 431.13) and Administrative Rule 421.121 of the Unemployment Insurance Agency (UIA), to disclose their tax liability by filing a quarterly tax report.

**For All Employers:** A penalty of \$50 is assessed for the first quarter that the wage information is received by the Unemployment Insurance Agency (UIA) after the due date. A penalty of \$250 is charged for each subsequent quarter that the wage information remains un-submitted. Interest accrues at the rate of 1% per month (computed on a daily basis) on all taxes or reimbursements remaining unpaid after the due date as provided by Section 15 (a) of the MES Act.

**For Contributing Employers:** A penalty of 10% of the tax due for the quarter, minimum charge of \$5 and a maximum charge of \$25, is assessed for each quarter that the tax information is received by UIA after the due date.

**For Reimbursing Employers:** A penalty of \$10.00 is assessed for each quarter that tax information is received by UIA after the due date.

**Family Employment:** Does the employee, alone or in combination with his/her child or spouse, own more than 50% of the shares of the business? OR, does the parent(s) of the employee who is under the age of 18 own more than 50% of the shares of the business? If the answer to either of these questions is "Yes", check the box for family employment. For more information on family employment, see Sections 43(g), 46(g) and (h) of the MES Act.

UIA EMPLOYER ACCT.#: 1575662-002 FEIN: 04-0082011 QUARTER ENDING DATE: 3/31/2013

Taxable Wage Limit:	\$9,500.00	Is this the Final Report for this business? <input type="radio"/> Yes <input checked="" type="radio"/> No
Gross Wages:	\$11,100.00	Provide the number of all <b>full-time</b> employees and <b>part-time workers</b> who worked during or received pay for the pay period which includes the 12th of the month:
Excess Wages:	\$0.00	January <input type="text" value="3"/> February <input type="text" value="3"/> March <input type="text" value="4"/>
Out of State Wages:	\$0.00	
<b>Taxable Wages:</b>	<b>\$11,100.00</b>	
Calculated Tax Rate:	10.30%	
Calculated Tax Due (Rounded):	\$1,143.00	
Obligation Assessment and Other Rate Factors:	5.16%	
OA and Other Factors Tax Due:	\$572.76	
<b>Total Tax Due:</b>	<b>\$1,715.76</b>	
Apportionment Election	<input type="checkbox"/>	

Note: When initially filing, the Wage Detail section is pre-populated with up to 250 employee records. Additional records may be added manually or through the 'import' functionality.

SSN	Last Name	First Name	Middle Init.	Out of State Wages	Wages	Family Emp	In Error
***-**-1111	EMPLOYEE	ONE			1,500.00	<input type="checkbox"/>	<input type="checkbox"/>
***-**-2222	EMPLOYEE	TWO			5,000.00	<input type="checkbox"/>	<input type="checkbox"/>
***-**-3333	EMPLOYEE	THREE	Y		4,600.00	<input type="checkbox"/>	<input type="checkbox"/>

these lines will contain employees from previous report, you can edit, delete or add lines.

select Submit when you are ready to send 1028

Import Submit Save and finish later Cancel

Reports that have been submitted and processed can be viewed under the Quarters tab. A report can be amended if View Report is selected, and the Change button on the left sidebar is selected.

# Michigan Web Account Manager

## Filing Form UIA 1028

### MAKING PAYMENTS

Payments may be made online. Select My Profile on the initial log-in screen (see first screen) under the Maintenance box on the left side to set up a payment profile. If a payment is to pay for a quarter, select the Pay option for the appropriate quarter.

Payments can also be mailed to the UIA. There is no need to include a copy of the report. Please include your EAN on the check and mail to: UIA, Tax Office, PO Box 33598, Detroit, MI, 48232.

### FILING 1028 AS AN UPLOAD

You have the option to submit a 1028 file using Wage Report file formats. These are available on MiWAM on the Quarterly Wage/Tax Report screen. Select the View File Format link in the upper right corner (shown on previous page).

You can file the 1028 report with an imported file you created. Select the Import button at the top or bottom of the Quarterly Wage/Tax Report screen and browse for the file location. When the file is selected, import and submit through MiWAM.

# Michigan Web Account Manager

# Filing Form UIA 1028

## Wage Report File Format

### Employer Header Record

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"E"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros.
9-11	Location/Multi-Unit Number	9(03)	UA Multi Unit number. May be all zeros.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2000, 2001, 2002, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-40	Filler	X(24)	Blank spaces.
41-47	Number of Employees	9(07)	Number of employee records on this file, right justified and padded with zeros to the left. This should match the total number of Employee Detail Records (Record Identifier="S") and Out of State Wage Detail Records (Record Identifier="O") that follow this header record. Cannot be negative. May be all zeros.
48-60	Total Wages	9(11)V99	Total amount of wages filed on this report, right justified and padded with zeros to the left. This should match the total of the Employee Gross Wages found in the Employee Detail Records (Record Identifier="S") and the total of the Employee Gross Out of State Wages found in the Out of State Wage Detail Records (Record Identifier="O"). Cannot be negative. May be all zeros.
61-72	Filler	X(12)	Blank Spaces.

### Employee Detail Record

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"S"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2002, 2003, 2004, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number (do not zero fill)* No spaces or dashes.
26-32	Filler	X(7)	Blank spaces.
33-48	Employee Last Name	X(16)	Last name of the employee, left justified and padded with spaces to the right.
49-60	Employee First Name	X(12)	First name of the employee, left justified and padded with spaces to the right.
61	Employee Middle Initial	X(01)	Middle initial of employee's name. May be a blank space.
62-71	Employee Gross Wages	9(08)V99	Total quarterly gross wages for employee, right justified and padded with zeros to the left. Cannot be negative. May be all zeros.
72	Family Status Indicator	X(01)	"F" if employee is a family member. May be a blank space.

# Michigan Web Account Manager

## Filing Form UIA 1028

### Out of State Wages File Format

Out-of-State (OOS) wages are utilized to off-set UI tax liability on subsequent Michigan wages up to Michigan's taxable wage limit of \$9,500. This is to acknowledge the payment of UI taxes in another state for the same calendar year. Wages should be reported in both categories (OOS and in-state) only on the quarter where the employee first had earnings in Michigan.

- The YTD OOS wages used will be limited to the Taxable Wage Limit for the state where the OOS wages were reported.
- The sum of the Out of State field for all quarters will not exceed the YTD OOS field amount.
- The sum of the Out of State fields plus the Taxable fields will not exceed Michigan's Taxable Wage Limit of \$9,500.
  - If taxable OOS wages meet or exceed \$9,500, no Michigan wages are taxable.
  - If taxable OOS wages are lower than \$9,500, Michigan wages are taxed to reach the taxable wage limit.
- OOS are to be reported as a year-to-date figure on the same quarter when Michigan wages are first being reported. This should only occur once. The OOS wages should not include Michigan wages.
- The taxable wage limits for all the states are in the system, allowing us to ensure that Michigan's taxable wage limit of \$9,500 is reached.
- Localization of employment rules still apply to employees who perform services in more than one state throughout the year.

#### Out of State Wages Detail Record

Location	Field Name	Picture	Description
1	Record Identifier	X(01)	"O"
2-8	Employer Number	9(07)	UIA Account Number. Cannot be all zeros.
9-11	Location/Multi Unit Number	9(03)	UIA Location/Multi Unit number. May be all zeros.
12-15	Year	9(04)	Filing year in CCYY form, where CCYY is the year with century. CCYY must be a valid year such as 2002, 2003, 2004, etc. CCYY cannot be all zeros.
16	Quarter	9(01)	Filing calendar quarter: must be 1, 2, 3 or 4.
17-25	Social Security Number	9(09)	Employee's Social Security number (do not zero fill)* No spaces or dashes.
26-31	Filler	X(6)	Blank spaces.
32-47	Employee Last Name	X(16)	Last name of the employee, left justified and padded with spaces to the right.
48-59	Employee First Name	X(12)	First name of the employee, left justified and padded with spaces to the right.
60	Employee Middle Initial	X(01)	Middle initial of employee's name. May be a blank space.
61-62	State	X(02)	Identifies the state/region the wages were earned previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico.) This is a required field.
63-72	Employee Gross Out of State Wages	9(08)V99	Total year-to-date gross out of state wages for employee, right justified and padded with zeros to the left. Cannot be negative. May be all zeros.

# Michigan Web Account Manager

## Yearly Wage Breakdown

The Wage Breakdown feature allows employers to access wage details for all their employees for an entire calendar year. This tool is intended to assist in the identification of wages that may be listed incorrectly. This will aid in determining the validity of the information reported on Form UIA 1107, *Notice of Error Reported Wages/Taxes*. The initial presentation of the data is sorted by Social Security Number (SSN), from lowest to highest, to match the requirements for filing of Form UIA 1028, *Employer's Quarterly Wage/Tax Report*.

- The initial sort of SSNs will allow the location by line of the employee to be compared to their location by line on the employer file. The 10th record should match when the same sort is applied to both sets of records. This will identify those instances where an employee's SSN may need to be corrected.
- An additional level of detail is available for each employee when the Social Security Number link is selected. The most recent Last Name UIA received for that SSN will be displayed on the Yearly Wage Breakdown grid. If the SSN is selected, an additional window will appear with information on that individual. This will identify instances where a name change might have occurred during the year. This level can also be used to verify that the amount of wages reported for the employee is allocated accurately.
- Service Providers must have the MiWAM permission of 'Reports and Payments' for their clients to view the Yearly Wage Breakdown results.
- The 'Filter' line can be used to review a smaller sub-set of the Yearly Wage Breakdown.
  - If you filter on "SUS=True" the results will list all the employees who have a single quarter with wages and the employees who have last names that changed during the calendar year. This will identify those instances where a long-term employee's SSN may need to be corrected.
  - You may enter a name or part of a name to view the results.
  - You may also filter by one of the figures. If you filter on "YTD Wages>20000" the return will be all employees who have a YTD Wage figure over \$20,000.
  - If you filter on "q=1" all lines with wages in a single quarter will be listed.
  - If you wish to display the entire file, the Filter line can be cleared and Enter selected.

# Michigan Web Account Manager

## Yearly Wage Breakdown

### Accessing the Wage Breakdown Control

The Wage Breakdown control is located on the Account Springboard under the Account Services tab. MiWAM security of File/Pay is needed to access this control, and any service provider with File and Pay access can utilize it.

1. From MiWAM, click the Account ID hyperlink.
2. Click the Account Services tab.
3. Click the Reports and Payments sub-tab.
4. Click the Yearly Wage Breakdown hyperlink.
5. Click the appropriate calendar year.

QUARTERS ACTIVITIES<sup>8</sup> NOTICES<sup>11</sup> REPORTS/PAYMENTS HISTORY LETTERS<sup>4</sup> ACCOUNT SERVICES

REPORTS AND PAYMENTS ACCOUNT MAINTENANCE TAX ISSUES AND ASSESSMENTS BENEFIT SERVICES WOTC

REPORTS AND PAYMENTS

Automated Payments Schedule Automated Payment(s)

Voluntary Payment Voluntary Payment

Yearly Wage Breakdown Evaluation Wages for a Year

Step 3.

Step 4. select this link

Step 2. after selecting account ID link, select this tab

Wage Detail

1 - 6 of 6

Last 4	Last Name	YTD Wages	YTD Excess	YTD OOS	Qtr 1 Wages	Qtr 2 Wages	Qtr 3 Wages	Qtr 4 Wages	Q	Sus
***_**_1111	EMP1	10,443.28	943.28	0.00	5,607.88	4,835.40	0.00	0.00	2	<input type="checkbox"/>
***_**_1111	EMP2	60,689.72	51,189.72	0.00	16,339.54	14,005.32	16,339.54	14,005.32	4	<input type="checkbox"/>
***_**_1111	EMP3	11,955.23	2,455.23	0.00	0.00	0.00	4,199.65	7,755.58	2	<input type="checkbox"/>
***_**_1111	EMP4	15,336.91	5,836.91	0.00	3,887.00	3,458.63	4,180.07	3,811.21	4	<input type="checkbox"/>
***_**_1111	EMP5	59,682.97	50,182.97	0.00	13,846.16	12,000.00	16,392.31	17,444.50	4	<input type="checkbox"/>
***_**_1111	EMP6	38,772.86	29,272.86	0.00	9,483.63	8,291.76	10,591.38	10,406.09	4	<input type="checkbox"/>
		196,880.97	139,880.97	0.00	42,591.11	51,702.95	53,422.70			

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# **Michigan Web Account Manager Information for Service Providers**



# Michigan Web Account Manager

## Frequently Asked Questions

### for Service Providers

**Q. Is MiWAM available for Third Party Administrators or must each of their Michigan clients fill out the Power of Attorney (POA)?**

A. Service providers will be able to establish their own web account and upload a client file to obtain access to electronic services for their clients. The client file will serve as the POA.

**Q. As a Service Provider, will I be able to access my client's account and perform functions on their behalf?**

A. Yes. When registering for MiWAM, there is the option to establish an Employer Representative web account. This type of account is essential for employer representatives (who do not have an account with the UIA) to perform various functions on behalf of an employer. If you already have a MiWAM account and need to be designated as a service provider, please contact MiWAM support.

**Q. Are there special requirements for Electronic Bulk Filing? Are third party service providers able to send a single file or process a single file upload for their clients?**

A. If the service provider has permission to file for their clients electronically, bulk files may contain no more than 999 employer records; however, you may submit as many bulk files as necessary. This limit is set to assure good response time and performance for all.

**Q. Will MiWAM provide unemployment tax rates for our clients through an online download?**

A. If the service provider has been given permission to view tax rates for their clients, the service provider can opt in for a service that provides the information detailed in the rate exchange file. On a quarterly basis, this is a file that will be placed on the service provider's web account.

**Q. Who do I contact if I have questions or need help with the system?**

A. Contact the Office of Employer Ombudsman at 1-855-4UIAOEO (484-2636) or (313) 456-2300 or by email at [OEO@michigan.gov](mailto:OEO@michigan.gov). For technical support, please contact MiWAM support at (313) 456-2188 or [MiWAMSupport@michigan.gov](mailto:MiWAMSupport@michigan.gov).

# Michigan Web Account Manager

## Bulk Report Filing Formats

Bulk filing is an option for inputting multiple files at one time for companies with 25 or more employees or Service Providers, which usually represent several companies. The specs below represent one bulk file of reports in MiWAM. The file header will summarize all batches in the file including total number of combined reports and the total gross wages. The Tax portion of the file format will serve as a summary of the Wage portion of the file.

### Report Batch/File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the file header ("F")
Number of 1028	Integer	7	9(7)	Recon Field - Should match the total number of "H" Records. Recon Field - Should match the sum of the Total Gross Wage of all the "H" Records, right justified and padded with zeros to the right.
Total Gross Wages	Integer	13	9(11)V99 21	

### Tax portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies it as non Wage Data ("H")
Sequence	Integer	3	9(3)	Sequence of the 1028 in the batch.
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number.
Quarter Ending	Integer	5	QCCYY	Q = 1,2,3 or 4
Gross Wages	Integer	13	9(11)V99	Gross Wages field on the tax portion of the 1028, right justified and padded with zeros to the left.
Excess Wages	Integer	13	9(11)V99	Excess Wages field on the 1028, right justified and padded with zeros to the left.
Workers 1st Month	Integer	6	9(6)	Number entered in the 1st Month field of the 1028, right justified and padded with zeros to the left.
Workers 2nd Month	Integer	6	9(6)	Number entered in the 2nd Month field of the 1028, right justified and padded with zeros to the left.
Workers 3rd Month	Integer	6	9(6)	Number entered in the 3rd Month field of the 1028, right justified and padded with zeros to the left.
Final Report	Integer	1	9(1)	Final Report Check Box. Enter 1 for 'Yes', 0 for 'No'
Apportionment	Integer	1	9(1)	Apportionment Check Box. Enter 1 for 'Yes', 0 for 'No'
Amended	Integer	1	9(1)	Amended Check Box. Enter 1 for 'Yes', 0 for 'No'
Number of Wage Records	Integer	7	9(7)	Recon Field - Should match the total number of Wage Records and Out of State Records for this 1028, right justified and padded with zeros to the left. Recon Field - Should match the sum of the Emp Gross Wages and Emp Gross Out of State Wages fields from the Wage Records for this 1028, right justified and padded with zeros to the left.
Total Gross Wages	Integer	13	9(11)V99 86	

### Wage portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies it as Wage Data ("W")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number. No spaces.
Quarter Ending	Integer	5	QCCYY	Q = 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number. No spaces or dashes.
Emp Last Name	String	16	X(16)	Employee Last Name, left justified and padded with spaces to the right.
Emp First Name	String	12	X(12)	Employee First Name, left justified and padded with spaces to the right.
Emp Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
Emp Gross Wages	Currency	10	9(8)V99	Employee Gross Wages, right justified and padded with zeros to the left.
Family Status Indicator	String	1	X(1)	Family Status Indicator. May be a blank space.
		65		

# Michigan Web Account Manager

## Bulk Report Filing Formats

*continued from page 25*

### Out of State portion of the 1028

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies it as Wage Data ("O")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number. No spaces.
Quarter Ending	Integer	5	QCCYY	Q = 1, 2, 3 or 4
SSN	Integer	9	9(9)	Employee Social Security Number. No spaces or dashes.
Emp Last Name	String	16	X(16)	Employee Last Name, left justified and padded with spaces to the right.
Emp First Name	String	12	X(12)	Employee First Name, left justified and padded with spaces to the right.
Emp Middle In	String	1	X(1)	Employee Middle Initial. May be a blank space.
State	String	2	X(2)	Identifies the state/region the wages were earned and UI was paid previous to Michigan. (Includes District of Columbia, Virgin Islands, and Puerto Rico). This is a required field.
Emp Gross Out of State Wages	Currency	10	9(8)V99	Year-to-Date Employee Gross Out of State Wages, right justified and padded with zeros to the left.
		66		

## Bulk Payment File Format

The file format below represents one bulk file of payments in MiWAM including a file/batch header and a payment detail section.

### Payment Batch/File Header

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a header record ("H")
Number of Payments	Integer	7	9(7)	Recon Field - Should match the total number of "P" records in the batch, right justified and padded with zeros to the left.
Total Payment Amount	Integer	13	9(11)V99	Recon Field - Should match the total amount of all payments in the "P" records in the batch, right justified and padded with zeros to the left.
		21		

### Payment Detail Record

Field Name	Data Type	Size	Format	Description
Record Type	String	1	X(1)	Identifies the record as a detail record ("P")
Employer Number	Integer	10	9(10)	Combines the employer number and multi-unit number. No spaces or dashes.
Quarter Ending	Integer	5	QCCYY	Q = 1,2,3 or 4
Payment Amount	Integer	13	9(11)V99	Amount of payment designated to this employer, right justified and padded with zeros to the left
Payment Type	String	1	X(1)	R = Report, L = Loose, A = Amended Report, V = Voluntary, W = Warrant
		30		

# Michigan Web Account Manager

## Export File Formats

With these export file formats, employers can download the information from Form UIA 1136, which is exported weekly, and the rate export files, which are available on a quarterly basis prior to the issue of the 1028.

### Rate Exchange File Layout

Field Name	Data Type	Size	Format	Description
Employer Number	Integer	10	9999999999	10 digit employer account number
Filler	String	7		Spaces
Calculated Tax Rate	Decimal	5	00.000 or 99V9999 no decimal in field	This is calculated by summing the ABC, CBC, and NBC. Note: Tax Due is rounded to the nearest dollar
Obligation Assessment and Other Rate Factors	Decimal	4	0.000 or 9V9999 no decimal in field	This is calculated by summing the OA and other Rate Factors Note: OA and Others Factors Due is not rounded to the nearest dollar
Account Balance	Currency	11	(-)000000000.00 or S9 (9) V 99	Current account balance
Filler	String	15		Spaces
Employer Name	String	30	AAAAAAAAAAAAAAAAAAAAAAAAAAAAA	First 30 characters of employer name

### UIA 1136 Export File

Field Name	Data Type	Size	Format	Description
Employer Number	Numeric	10	9999999999	UIA employer account number
Claimant SSN	Numeric	9	999999999	SSN of Claimant related to charge/credit
Processed Date	Date	8	mmddyyyy	Date the charge/credit posted to employer
Week Ending Date	Date	8	mmddyyyy	Benefit week ending date for the charge/credit
Adjustment Type	String	2	XX	Two character code identifying the type of charge/credit
Earned Income	Numeric	11	S999999999V99	Signed field which indicates the Income reported by claimant for benefit week
Charge/Credit Amount	Numeric	11	S999999999V99	Signed field which indicates the charge/credit for the claimant for the benefit week
Claimant Last Name	String	17	Left Justified	Last name of the claimant
Claimant First Initial	String	1	Left Justified	First initial of the claimant
	Total	77		Fixed Width

This file is available on Wednesday of every week.

# Michigan Web Account Manager

## Power of Attorney

### Client File Format

The POA client format is used for:

- Setting permissions in MiWAM for account access for clients
- Establishing start dates for client level reporting for PEOs and to satisfy the UIA requirement for client level PEO reporting
- Creating and submitting Work Opportunity Tax Credit applications
- Accessing other unemployment matters

### Power of Attorney (POA) Client File

Field Name	Data Type	Size	Format	Description
UIA Account Number	Numeric	10	9999999999	Unemployment Insurance Agency Account Number
FEIN	Numeric	9	999999999	Employer - Federal Employer Identification Number
Reports and Payments	Alpha	1	Y = Yes N = No	<p>This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Reports And Payments</p> <ul style="list-style-type: none"> <li>• Single Report Filing (including amendeds)</li> <li>• Bulk Report Filing (including amendeds)</li> <li>• Single Payment</li> <li>• Schedule for Automated / Recurring Payment</li> <li>• Payment Plan</li> <li>• Bulk Payment Filing</li> <li>• Create ePayment Account Profile</li> <li>• Access Yearly Wage Breakdown</li> </ul>
Account Maintenance	Alpha	1	Y = Yes N = No	<p>This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Account Maintenance</p> <ul style="list-style-type: none"> <li>• Disclosure of Account</li> <li>• Tax Rate History</li> <li>• IRS Certification of Accounts</li> <li>• Discontinuance of Business – 1772</li> <li>• Standalone Request for Transfer of Business</li> <li>• Apply for Refunds / Overpayment</li> <li>• Application for Designation as a Seasonal Employer</li> <li>• Employer Application for Determination of Employment Status</li> <li>• Michigan Tax Credit</li> </ul>

# Michigan Web Account Manager

## Power of Attorney

### Client File Format

*continued from page 25*

## Power of Attorney (POA) Client File

Field Name	Data Type	Size	Format	Description
Tax Issues and Assessments	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Tax Issues and Assessments <ul style="list-style-type: none"> <li>• View Assessment / Collection Activity</li> <li>• Clearance of Account</li> <li>• Tax Protest</li> <li>• Request for Removal of Penalty and Interest</li> </ul>
Benefit Services	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as Benefit Services <ul style="list-style-type: none"> <li>• View Benefit Charges and Credits - 1770/1136/1136 File Export</li> <li>• Non-Monetary Benefit Protest / General Protest</li> <li>• Response for Separation Information for Non-Monetary Issues (UIA 1713 Process)</li> <li>• Request for Registration and Seeking Work Waiver (RSW)</li> </ul>
WOTC	Alpha	1	Y = Yes N = No	This is a permission field. If set to yes, this gives the third party permission to a subset of services categorized as WOTC <ul style="list-style-type: none"> <li>• Work Opportunity Tax Credit (WOTC)</li> <li>• Work Opportunity Tax Credit (WOTC) POA - IRS 2848</li> </ul> The begin date can either be in the future or the past
WOTC Begin Date	Date	8	MMDDYYYY	
WOTC End Date	Date	8	MMDDYYYY	The end date must be greater than the start date.
Confidential Information	Alpha	1	Y = Yes N = No	Power of Attorney selection: Inspect or receive confidential information regarding the client.
Oral/written presentation	Alpha	1	Y = Yes N = No	Power of Attorney selection: Represent the client and make oral/written presentation of fact or argument.
Sign Returns	Alpha	1	Y = Yes; N = No	Power of Attorney selection: Sign reports on the clients behalf.
Agreements	Alpha	1	Y = Yes N = No	Power of Attorney selection: Enter into agreements for the client.
Receive Tax Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Tax Forms
Receive Claims Control Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Claims Control Forms.
Receive Contested Claims Forms	Alpha	1	Y = Yes N = No	Power of Attorney selection: Receive Client Contested Claims Forms.
UIA POA End Date	Date	8	MMDDYYYY	Used for limited term POA's The end date must be greater upload date
PEO Client Reporting Begin	Date	8	MMDDYYYY	Date client level reporting to begin for a Professional Employer Organization client account
Action	Alpha	1	A = ADD M = Modify D = Delete	When adding a new client this field should be marked with an 'A' When making any modifications to a client this field should be marked with a 'M' When deleting a client this field should be marked with a 'D' and all permission fields should be set to 'No'
Total		64		Fixed Width



Rick Snyder, Governor  
*State of Michigan*



Steve Arwood, Director



Steve Arwood, Director

**[www.michigan.gov/uia](http://www.michigan.gov/uia)**

The Unemployment Insurance Agency is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.